

Office of Field Services

District Self Review Process Checklist

Self Review

- ☐ Have a district level administrative meeting to discuss the self review process, purpose, expectations, and how to complete the study guide. Stress that districts and buildings must complete all of the boxes, including the ones for comments, evidence, or explanation. (OFS consultant may attend this meeting.)
- ☐ Provide self review process training for building chairpersons
- ☐ Invite ISD person to attend the review meetings
- ☐ Provide a self review study guide packet which includes: self study guide, explanation of study guide, glossary, and rating guidelines to each staff member or participants involved in the review meeting.
- ☐ District level administrators complete study guide addressing items: 1a, b, c, d, 8a, and 9.
- ☐ Set up a stakeholders meeting to discuss the self review process, purpose, expectations, and how to complete the study guide.
- ☐ Direct the staff and participants to individually rate their building program using the self study guide.
- ☐ Rate each item as High (H), Moderate (M), Low (L) or Change Required (CR), using the rating guidelines.
- ☐ Set a date for the completion of the study guide by staff member and participants.
- ☐ Set a date for building staff and participants to meet together to discuss and form consensus on self review study guide.
- ☐ Prepare and record the rating on the consensus study guide and complete the comment section explaining the rating given each item. Within the comment section, cite the documentation on record to support the rating. Be specific.

Requested Materials Following the Review

- ☐ A consensus self review study guide document with a summary for each building reviewed.
- ☐ A building plan which details how any low or change required items on the consensus document will be addressed.
- ☐ A district consensus document for Items 1a, b, c, d, 8a, and 9 on the self review study guide.
- ☐ A district plan which details how any of the items rated low or change required on the district consensus document will be addressed.
- ☐ Submit all documents and reports to the Office of Field Services, Michigan Department of Education, by an agreed upon date.

August 2000